

**Policy Council Meeting Minutes**

Early Head Start of North Idaho  
Coeur d’Alene, ID

**July 6, 2017**

10:00 a.m. -12:00 p.m.



***Our Mission:***

- Promote healthy pregnancies healthy babies.
- Enhance the development of very young children.
- Promote healthy families.

**Meeting convened at: 10:05**

<b>Policy Council Member Attendance:</b>					
<i>Name &amp; Title</i>	<i>Center and Representative Type</i>	<i>Present</i>	<i>Absent</i>	<i># of Absences</i>	<i># of unexcused Absence</i>
<b>Policy Council Members</b>					
Michelle Britton	Jannus Board Liaison	X		0	0
Anna Marlatt,	Lakeland, Parent	X		0	0
Kristen Harryman	Sandpoint, Parent	X	X	0	0
Amanda Liddle,	Sandpoint, Parent	X		0	0
Shawna Warne	Shoshone, Parent		X	1- July	1-July
Crystal Balback, LL Head Start	Community Representative	X		0	0
Jamie Lamson	CDA, Parent	X		0	0
Sarah Benak	CDA, Parent	X		0	0
Rebecca Garwood	CDA, Parent	X		0	0
Brachel Reicher	LL, Parent		X	1- July	0
Rachel Payseno-Best	SDPT, Parent	X		0	0
Gail Hanninen	Community Representative	X		0	0
				0	0

**Staff:** Kimberley Seitz, Director; Cori Holman- SDPT CM; Jana Brooks- CDA CM; Aleta Garcia-Clute- LL CM; Ioana Siegler- ERSEA Manager; Sara Smith- Child Dev/Dis/Engagement Specialist;

**Guests:** Roseanne Kilbane- Health, Safety & Nutrition Specialist

**Call to order-** Anna Marlatt called the meeting to order.

**Roll Call/Attendance:** Jana Brooks

**Introductions:** Kimberley Seitz introduced Roseanne and new PC Parent and Community Representatives.

**Previous Meeting Minutes:** Presented by Anna Marlatt. Rachel Best motioned to approve the June 1, 2017 meeting minutes. Crystal Balback Seconded. Motioned passed.

**Center & Community Reports:**

- **Kootenai (Lakeland/CDA) County:** Crystal Balback presented. We had a total of 70 attendees at the Summer Kick-off. Kootenai County Families enjoyed the LL outdoor space with friends and family, we had drawings, the Family Cookbook was distributed, and some of the recipes were served for the meal. Please be sure to get your copy of the cookbook if you haven't already. 5 families will graduate from the Kootenai County Circle of Security class that is ending today. Community Action Partnership will be offering classes called "Workplace Excellence" to help parents prepare for the work-force. Classes start next week at the CDA center. EHS will have a booth at Rathdrum days on July 15th and 16th at Lakeland High School. Stop by and say hi; help us get the word out about Early Head Start! Our University of Idaho intern will complete her 6 week internship on July 12th. Our toddler Playgroup block begins on July 11. We have lots of fun summer experiences planned. Idaho school for the Deaf & Blind begins Playgroups at the CDA site on July 20. The CDA center had an infestation of carpenter ants in the shed. They've been taken care of, but we now need to check for any possible damage to the roof.
- **Shoshone County:** Crystal Balback presented. 2 families graduated from the Shoshone Circle of Security Class that ended on June 23rd. We are still working on finding a Shoshone location that we can afford, has office space and a safe spot to host Playgroups. Shoshone Playgroups begin on July 11.
- **Sandpoint:** Rachel Best presented. Our Parent Committee Meeting this month included Sara Gregory from the Developmental Preschool and LaTanya Keough from the Head Start Program. Both shared with families' transitions to their programs when children turn three. Sara Smith, Education/Dis/Family Engagement spoke about choosing quality child care and shared a video from Idaho Starts. Currently we have 2 job vacancies for Administrative Assistant and a part time family Consultant. Facilities: Our garden, which funded by a grant from the Bonner County Coalition for health, has begun to produce radishes, lettuce, Kale, and chard. Families are encouraged to harvest the vegetables with their children.

**Old Business: None.**

**Elect New PC Officers:** Jana Brooks facilitated. She read the description of each officer position, and voting took place.

Nominations:

Results as follows:

- Chair: Anna nominated self, Crystal B. seconde. Kristen Harryman nominated self, Sarah seconded. **Anna Marlatt elected**
- Vice-Chair: Gayle nominated Kristen Harryman. Amanda nominated Rachel, **Kristen elected**
- Secretary-Treasurer: Rebecca nominated Amanda, Rachel seconded. Jamie nominated Sara, Anna seconded **Sara elected**
- IHSA: Jamie nominated self, Rebecca g. seconded, Rachel nominated Amanda, Anna seconded, Kristen H. nominated self, Sarah seconded  
Rebecca nominated self, Kristen seconded. Amanda elected

**Parent Committee: Policy Council Project:** Kimberley Seitz and Anna Marlatt: Anna shared that the Summer Celebration was a huge success and everyone “loved the cookbook”. Anna asked people to start thinking of ideas for this new year’s Policy Council Project. Anna will schedule a meeting in the future. Cori Holman added that Sandpoint has not yet rolled out the cookbook, but will as soon as a date is decided for the event.

#### **Director’s Report and Updates:**

- **Calendar:** Kimberley Seitz shared that during this program year there will be some months where we will have our PC meetings via conference call. During these meetings Sandpoint representatives will meet at the Sandpoint Center. CDA, LL, and Shoshone representatives will meet at the Harding Center. The Policy Council calendar in your PC notebook will indicate what center the meeting will be located. **Please be sure to double check it to ensure you go to the right place for the meeting.**
- **Carry Over:** Kimberley Seitz presented that we will not have any carry-over funds this program year, a motion that had been previously approved by Policy Council at an earlier meeting. We expensed our full grant amount by June 30 as required.
- **Financial Statement (including credit card statements):** Anna Marlatt reported that she reviewed the Credit Card Report, and it looks good. Kimberley Seitz presented using the **MSEHS Financial Report for May 2017 for Base & TANF**. Our in-kind number is 21.3%, not including the month of June. We have already met our in-kind requirement of 20% for this past program year. We had a total of 13.65% Administrative costs. Crystal Balback motioned to approve the financial report as given. Rachel Best seconded. Motion passed.
- **Office of Head Start Updates:** Kimberley Seitz shared an Office of Head Start IM on Facility Guidelines.
- **Coaching Update:** Kimberley Seitz and Sara Smith presented that the Coaching Guide is almost completed, as we are just waiting for feedback from staff. It will be completed by the end of July for our August roll-out. Our coach, Molly Fay, has been trained in “Expert Model” by Office of Head Start Region X ECE Expert, Katy Keehn. Molly will also be trained in “Group Coaching” as well. The role out of coaching will happen in August for a pilot of the model that will run until the end of February 2018. Then we will re-evaluate and determine how to proceed.

## New Business & Training:

- **Review Wage Assessment:** Kimberley Seitz. Do not need to do this year.
- **Review Job Descriptions for CM and Child Dev/Dis/Engagement Specialist (adding coaching duties):** Kimberley Seitz presented that the coaching responsibilities have been included in the CM and Child Development Specialist job descriptions. Motioned to approve the Center Manager and Child Dev/Dis/Engagement Specialist as presented. Kristen Harryman seconded. Motioned passed.
- **Health & Safety Screening & Certification for 5 year grant:** Kimberley Seitz shared that this does not need to be completed until next program year (2018-19) with the 5 year grant award.
- **Governance, Leadership, & oversight Capacity Screen for 5 year grant:** Kimberley Seitz shared that this does not need to be completed until next program year (2018-19) with the 5 year grant award.
- **Review/Sign PC Standards of Conduct:** Kimberley Seitz reviewed with the Policy Council and each member signed the Standards of Conduct.
- **Monthly Information Report: Family Services/Strengths & Needs Assessment:** Sara Smith presented using the report **Individual Family Goals, June 2017:** Goals are categorized by the seven engagement outcomes from PFCE. The most popular family goal category was “Family Well Being”. Sara also presented on the achievement of family goals this last program year using the report **Completion of Family Goals 2016-2017 PY.** The Strengths and Needs Assessment results were shared with the **MSEHS Strengths and Needs Assessment Results.** The Strengths and Needs Assessment Results were also broken down by each center. Going forward Early Head Start will complete the Strengths and Needs Assessment with families 2x/year.
- **Roberts Rules of Order:** Aleta Garcia-Clute presented using **Simplified Parliamentary Procedure (Roberts Rules of Order)** located in the training section of the Policy Council Notebook. New Officer Training next week will also review Roberts Rules of Order.
- **PC Buddy Selections:** Aleta Garcia-Clute shared that incoming members will have a “buddy” or “mentor” who is a returning parent to help transition into PC. Buddies were selected: Anna=Kristen; Brachel = Rebecca; Amanda=Shawna; Rachel=Sarah; Wendy=Jamie

- **Enrollment Numbers:** Ioana Siegler presented enrollment numbers using **June Enrollment-7/3/17** report: June 30 was the end of the 2016-17 program year. July 1 is the start of the 2017-18 program year. June was the last month of 158 enrollment slots due to the ending of the TANF funding. Starting in July we have 153 funded slots.
- **Monthly PIR Report:** Ioana Siegler presented the 2016-17 program year data using report **9804B-Early Head Start PIR Snapshot**, ran on 7/3/17.
- **ERSEA 101:** Ioana Siegler completed the ERSEA 101 training using the information from **Understanding ERSEA**, covering the areas of Eligibility, Recruitment, Selection, Enrollment, and Attendance.
- **Parent Discussion:** none.

#### **Meeting Wrap Up:**

- **Recruitment Drawing:** Ioana Siegler. Rachel Best is the recipient of the recruitment drawing for the month of June. Parents who refer a someone who ends up enrolling will have their name entered into the drawing. Kimberley asked Anna to work with the parents to decide what they want the next recruitment incentives to be—there will be 6 of them next year using non-restricted funds.
- **Meeting Adjourned-** 12:02 p.m.

**Notes Submitted by:** Jana Brooks

**Next Meeting:** August 3, 2017- 10:00-noon, CDA.

PC new Officer Training July 14 9:30-11:30 at the Lakeland Center